

CAL FIRE VEHICLE ACCIDENT REPORTING AND PROCEDURES

(No. 48 Jun 2013)

3858

The incident Safety Officer is responsible for conducting investigations involving accidents and incidents involving CAL FIRE vehicles assigned to the incident. This includes employees' private vehicles and rental vehicles. The Finance Section/Compensation and Claims Unit is responsible for processing all reports provided by the Safety Officer. In the absence of a Finance Section, the Incident Commander (IC) or his/her designee is responsible for completing the forms and conducting the investigation(s).

Accident reporting shall follow the [1700 Health and Safety Handbook, Section 1718](#), and the [6700 Mobile Equipment Management Handbook, Section 6833](#). It is the driver's responsibility to ensure all forms and reporting processes are followed.

The driver must complete the [Accident Identification \(STD. 269\)](#), which is kept in the maintenance packet of each State vehicle, and the [Vehicle Accident Report \(STD. 270\)](#) prior to leaving the scene of the accident. If the driver is incapacitated, the employee's supervisor at the incident must complete the reports. The [STD. 270](#) will be audited by the Finance Section/Compensation and Claims Unit for accuracy and completeness or in the absence of a Finance Section, the IC or his/her designee. The employee's supervisor must complete the [State Driver Accident Review \(STD. 274\)](#). The original reports will be forwarded to the Unit responsible for the vehicle involved in the accident. The Unit will take follow-up action, which includes reviewing the police report, reviewing the supervisor's evaluation of the accident report and, if the accident involved an employee, reporting the work-related injuries through the Injury Assessment & Prevention System (IAPS) and requesting the employee's driving record from Department of Motor Vehicles.

When an accident results in a death or an injury to a person other than an employee, or causes substantial damage to property other than the State's, immediate notification should be made to the Region responsible for the incident. The Region will notify the appropriate organizations such as the Department of General Services – Office of Risk and Insurance Management (ORIM), the California Highway Patrol, the Department of Motor Vehicles, etc., and initiate a Serious Accident Review Team (SART) review.

The Finance Section/Compensation and Claims Unit or the IC or his/her designee must coordinate the investigative activities with the Safety Officer for loss prevention purposes.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)